

## Light of Christ Lutheran Church

### Associate Director of Children, Youth and Family Ministry (CYF) Ministries

#### Position Description

##### **Position Purpose:**

The Associate Director of Children, Youth, and Family Ministries (CYF) will work with, and under the guidance/supervision of, the Director of CYF. These two key program staff members will collaborate to provide dynamic leadership, visioning and organization for the CYF Ministry that equips children, youth and their families to understand and live out their role as beloved children of God. Job responsibilities are laid out below but will be divided based on the specific gifts and passions of the Director and the Associate Director.

**Primary Responsibilities:** The Associate Director will work with, and under the guidance of, the Director of Children, Youth, and Family Ministries to carry out the following responsibilities:

##### **CYF Ministry and Education**

- Partner with congregational members, pastor and staff in establishing a strategic vision and short-term objectives for CYF Ministry.
- Partner with the Children, Youth, and Family Teams to do visioning, planning and implementation of youth & children's ministry programs such as Sunday School, Confirmation, Vacation Bible School, Christmas Programs, Spark, Youth Gatherings and Mission Trip.
- Build individual relationships with children, youth, and their families and provide support as needed.
- Work with the Children, Youth, and Family Teams to provide strong organization and leadership for learning, social and service opportunities.
- Provide faith learning and growing opportunities for confirmed youth and their parents.
- Coordinate Confirmation Ministry responsibilities with the Pastor and the Director.
- Seek to provide opportunities for parent education/growth in the areas of children, youth and family.
- Encourage children, youth, and their families to participate in weekly worship and utilize their spiritual gifts within the worship environment.
- Provide an emotionally and physically safe environment for children and youth to grow in their faith – a safe place to “Hang out”.

##### **Service and Outreach**

- Provide leadership in children and youth stewardship awareness of time talents, and treasures.
- Be a presence outside the church through congregational participation in community outreach and school events.
- Coordinate fundraising events that pertain to CYF Ministry.

## **Administrative**

- Maintain scheduled office hours and attend weekly staff meetings.
- Manage the financial and budgetary aspects of the CYF Ministry.
- Attend monthly meetings of the Children, Youth, and Family Teams.
- Routinely update congregation on CYF Ministries through print, Web, Social Media, Email and Electronic Sign-ups.

## **Skills:**

- Proficiency in email, Microsoft Suite, Google Applications and Social Media.
- Three+ years of children or youth leadership experience within the church setting preferred.
- Knowledge of the Bible and Lutheran Theology.

## **Competencies:**

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; builds appropriate rapport; uses diplomacy and tact; is approachable.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; must maintain confidentiality of all employee and financial information.
- **Leadership Development:** Encourages others to discover and engage their giftedness and skills in service to the larger community; calls out the best in others, supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation.
- **Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values and beliefs to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship as a journey or process; invites others into reflection about their personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.
- **Spiritual Maturity:** Show strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistently theology.

## **Accountability:**

- The Director of Children, Youth, and Family Ministry will supervise this position

**Position:**

- Non-exempt, part-time, job sharing position, between 20-24 hours per week, @ Minneapolis Area Synod Guidelines

**Educational Requirements:**

- Minimum requirement is a BA or BS degree.
- Knowledge of the Bible and Lutheran Theology.

**Physical Requirements**

- The physical requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Occasional travel for activities such as out-of-town meetings or events such as youth gatherings, mission trips and retreats that may require extended hours, camp-like conditions and the capability to adapt accordingly.